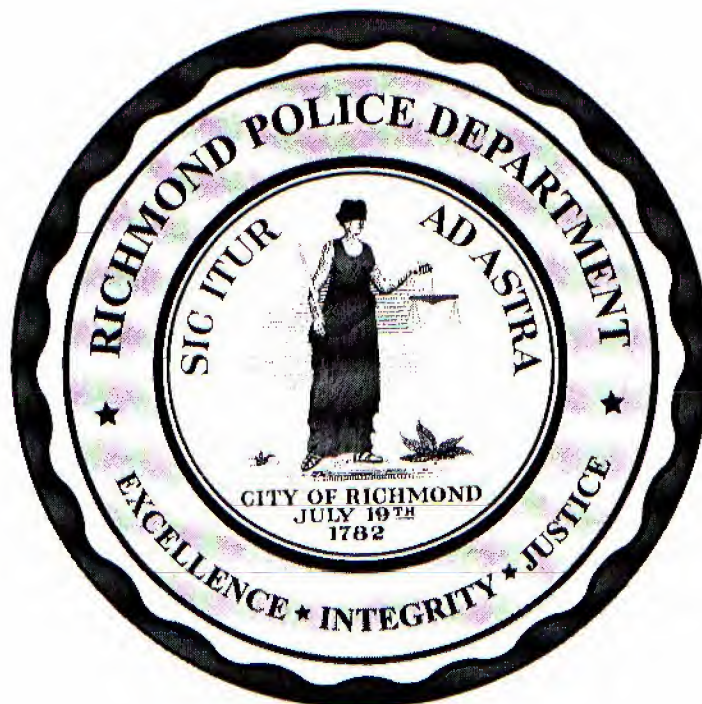


RICHMOND POLICE DEPARTMENT



11-22 MOBILE COMMAND CENTER OPERATING MANUAL

Rodney D. Mance

Chief of Police or Designee

3/18/2008

Table of Contents

I. Purpose.....	3
II. Policy.....	3
III. Definitions.....	3
IV. Procedure.....	3
Large Scale Disaster or Incident	
OIC Duties and Responsibilities	
Emergency Call out Procedure	
V. Mobile Command Center	
Drivers.....	5
Duties and Responsibilities	
VI. Mobile Command Center	
Supervisors.....	5
Duties and Responsibilities	
VII. Training.....	6
VIII. Equipment.....	6
IX. Mobile command Center	
Reservation.....	7

PURPOSE

The purpose of this order is to establish the policy and procedure for utilizing the Command Posts and for operation of the Mobile Command Center (MCC).

POLICY

It is the policy of the Richmond Police Department to develop a plan for the use of a Command Post and the Mobile Command Center (MCC) during emergencies and other situations. Only members that have received training will be authorized to operate the MCC.

Emergencies often require close coordination between outside agencies and mobilization of manpower and equipment. In such situations, a command post may be established to ensure a coordinated effort in a centralized location to resolve the situation. All personnel should be aware of the purpose of a command post and keep in mind that only absolutely necessary personnel should enter the command post. The Richmond Police Department's Mobile Command Center (MCC) has been equipped to assist in any major incidents that may be deemed applicable. At no time shall the MCC become involved in a vehicle pursuit.

DEFINITIONS

Command Post – A centralized staging area used to coordinate an emergency situation.

Mobile Command Center – A specialized 40' long vehicle used for many purposes

Large Scale Disaster or Incident – Natural disasters, aircraft accidents, large-scale civil disobedience or similar actions

Emergency Situations:

1. Three Alarm Fires
2. SWAT/Hostage Negotiation Incidents
3. Natural Disasters
4. Emergency Situations at a Correctional or Other Institution
5. Civil Disturbance
6. Mass Arrest Incidents
7. Special Events that required.

PROCEDURE

Procedure for Use of Command Center at Large Scale Disaster or Incident:

The first supervisor arriving at the scene of a large-scale disaster or incident will assume command of the situation and set up a Command Post. The supervisor shall perform the following:

1. Conduct the operations from the Command Post
2. Maintain a record of the police officers' assigned posts
3. Maintain a record of the various police officials responding
4. Remain in charge until relieved by a higher ranking officer. After normal business hours, when the Watch Commander arrives, he/she shall be in command of the Command Post and all personnel, until relieved by an official of higher rank.

Duties and Responsibilities of the Officer-In-Charge of the Command Center:

1. Ensure that the area is being patrolled properly
2. Control traffic
3. Ensure that all required reports are taken. Reports should be made on all injured persons, explosions or any similar type catastrophe. A report is not necessary for a fire that was not started by an explosion or where arson is not suspected.

Procedure for Deploying the MCC for Emergency Call-outs:

1. All unit supervisors will denote daily on their duty rosters the officers assigned to their platoons that are MCC drivers and forward the rosters to both the Police Warrant and Information Desk and D.E.C.
2. Once on the scene, the Incident Commander (i.e., Unit 9, Precinct Commander) will be responsible for assessing the situation and making the decision whether or not to call out the MCC. If the situation is a hostage or barricaded subject, the MCC will be called along with the SWAT team.
3. If the Incident Commander decides there is a need for the MCC to be deployed, they will call the Warrant & Information Desk to have the MCC Supervisor paged so that he/she can decide whether to respond, dispatch the "On Call" MCC driver or both.
4. When the MCC is deployed, there MUST be one certified driver and any other officer or NAO. The second officer or NAO is not required when the certified driver has been designed by the MCC supervisor as being able to deploy the MCC by him/herself. If the driver is available to respond, he/she and the other Officer or NAO shall mark 10-7 on a Mobile Command Center Assignment, and respond to the location where the MCC is stored.

If there are no available MCC drivers, the MCC Supervisor will respond and deploy the MCC.

MOBILE COMMAND CENTER DRIVERS

Once on the scene, the staffing requirements will depend on the area and assignment where the MCC is in operation. There may only be a need for a driver and one other officer.

Duties and Responsibilities of the MCC Drivers/Operators:

1. Must be trained and certified as a MCC driver
2. Maintain a log book in the MCC
3. Respond to MCC pages immediately
4. Volunteer for staffing assignments
5. Conduct pre and post inspections of the unit
6. Conduct pre-planning of the route
7. Select the safest and most suitable staging area with input from the Officer-In-Charge at the scene (Unit 9 or Division Commander, SWAT Team Leader or Hostage Negotiation Team Leader);
8. Set up the unit for the intended operation;
9. Assist the OIC at the scene (Unit 9, Division Commander, SWAT Team Leader or Hostage Negotiation Team Leader) upon deployment;
10. Conduct tours of the unit;
11. Maintain the unit (re-stocking and maintaining supplies for the unit); and,
12. Report any damage or repairs needed to the MCC Supervisor.

MOBILE COMMAND CENTER SUPERVISOR

1. Must be trained and certified as a MCC driver
2. Be available for all call-outs, unless an acting MCC supervisor has been designated
3. Respond immediately to all MCC pages
4. Be the point of contact for reserving the MCC
5. Maintain an annual calendar for scheduling the MCC
6. If the MCC driver needs to be relieved, he/she shall contact the MCC Supervisor to determine who shall relieve him/her. This should be done at a point where it is deemed that the event will be on-going for an extended period of time.
7. Inspect the MCC at least semi-annually for operational readiness
8. Coordinate the development and/or enhancement of the skills, knowledge and abilities of all personnel who are authorized or who desire to be authorized to operate the MCC
9. Conduct regularly scheduled training and readiness exercises
10. Coordinate and supervise on-the-job training for all personnel upon functional acceptance as a MCC operator

11. Manage all records and support services for the MCC and the administration of the operators

12. Maintain proper documentation for all authorized operators to include:

1. Title of training course received
2. Dates and hours of training
3. Attendance
4. Identification of the training instructors
5. Identification of personnel receiving training (certified and non-certified)

TRAINING

Only trained and certified MCC drivers may operate the MCC vehicles. The MCC supervisor will conduct training and readiness exercises as well as coordinate the development and/or enhancement of the skills, knowledge and abilities of all personnel who are authorized or who desire to be authorized to operate the MCC, periodically as needed (dependent upon a need for newly certified drivers). All training will be documented and the MCC supervisor will maintain all records and support services for the MCC and the administration of the operators. Training documentation will include the following elements: title of training course received, dates and hours of training, attendance, identification of the training instructors, and identification of personnel receiving training (certified and non-certified).

EQUIPMENT

Mobile Command Post

The Department will have and maintain a Mobile Command Post. This vehicle's use shall be limited to equipment and members in the performance Major Disaster and Emergency Operations.

There are specialized training requirements for the operations of the Mobile Command Vehicle. Any sworn officer of the Department possessing a valid Virginia driver's license is qualified to operate the Command Vehicle, but authorization is only granted to personal and designees that have receive training in the vehicle daily operations. All equipment that is stored in the vehicle .Personnel operating the vehicle in response to an emergency incident are govern by the Department policy covering the operation of police vehicles.

The Mobile Command Post vehicle contains equipment that is utilized by the Command Staff of the police Department and the Swat Team members if the situation is needed. The equipment includes all **Computers, Telephones lines, 6 Police Radios, Satellite Television System and Video Monitoring System and Spare Personal equipment** (i.e. battery etc). The Command Post will be equipped with all communications systems to allow the Command Staff to have direct communication with members, on-scene department personnel, negotiators', and Department of Emergency Communications.

Note: For detail listing of equipment see Department form PD-128

PROCEDURE FOR RESERVING THE MCC FOR OTHER OCCASIONS

Contact the MCC Supervisor to exchange information regarding use of the unit. The Department member requesting to use the MCC must make their own arrangements to obtain the certified MCC driver to operate the unit.